UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/C.5/46/47
22 November 1991

ORIGINAL: ENGLISH

Forty-sixth session
FIFTH COMMITTEE
Agenda item 107

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Organization of editorial services at United Nations Headquarters

Report of the Secretary-General

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INTRODUCTION

1. During the review by the Committee for Programme and Coordination (CPC) at its thirty-first session of section 4 (Political and General Assembly Affairs and Secretariat Services) of the proposed programme budget for the biennium 1992-1993 1/ "a number of delegations questioned the rationale for the dispersion of editorial functions, both within the Office for Political and General Assembly Affairs and Secretariat Services and between that Office and the Department of Conference Services. It was suggested that consolidation of such functions under the Department of Conference Services would promote efficiency and economy in this important area of work". CPC "recommended that the Secretary-General keep the question of the organization of editorial services under review and report thereon to the General Assembly at its forty-sixth session". 2/ The present report is submitted in response to that recommendation by the Committee.

I. FUNCTIONS OF EDITORS IN THE UNITED NATIONS

2. The job of an editor in the United Nations Secretariat is to deliver for translation and/or processing a text that is free of errors, clear in presentation and cogent in argumentation and that responds fully to its stated mandate. This involves a number of functions, many of which must be undertaken in close cooperation with the author.

3. The Common Classification of Occupational Groups, reproduced in the Tier II Classification Standard for Editors, defines the work of editors in the United Nations system as follows:

> "Review and evaluate written material provided by contributors and make recommendations regarding acceptability for issuance or publication in one or more languages; commission or solicit material for publication; establish and revise editorial policy and guidelines; ensure that material is in conformity with the organization's established policy and practices and with the appropriate mandate; correct manifest and query possible errors in the original text; propose rearrangements, negotiate suggested changes with author; rewrite text for greater consistency, clarity and adherence to space limitations; ensure that phraseology, terminology and syntax are correct and that style is appropriate; edit text for substance and clarity, spelling, punctuation, grammar and continuity; ensure the accuracy of figures, dates and statistics, through research, reference sources and consultation; verify conformity of other language versions with original text, advising other editors of changes needed in other versions; make recommendations with regard to presentation, including graphic material; control the relevance and accuracy of authors' and proofreaders' corrections on proofs; verify that copyright rules are observed and obtain the necessary rights and permissions; write articles or other texts, including abstracts and publicity material for sales promotion purposes."

4. The services required in each case depend upon the nature of the material to be edited, as will be seen from the descriptions of workload below. It should also be noted that in several instances editorial units also have functions of planning and of monitoring production processes.

5. In the Divisions of General Assembly Affairs and of Economic and Social Council Affairs and Secretariat Services, for example, editors are responsible not only for ensuring that reports and other documents are properly edited but also that they are produced in a timely and uniform manner according to guidelines established by the General Assembly and the Economic and Social Council. This involves a process of planning, forecasting and editing carried on throughout the year. Editorial and related planning and forecasting functions are thus related to the substantive secretariat activities of the Office for Political and General Assembly Affairs and Secretariat Services for the General Assembly and the Economic and Social Council. These forecasting functions and the complexity of the documentation involved mean that the functions of editors in the Office for Political and General Assembly Affairs and Secretariat Services go somewhat beyond the description of editorial functions given in paragraph 3 above.

6. The editing required for the various categories of documents and publications is summarized below:

(a) Documents produced for, or emanating from, the principal organs of the United Nations and the subsidiary bodies of such organs:

(i) Pre-session documentation consists largely of reports prepared by the Secretary-General or the Secretariat in response to a mandate from the body concerned in order to facilitate consideration of its agenda. Several bodies also receive submissions from Member States, United Nations agencies and other intergovernmental organizations. The units responsible for the various types of pre-session editing are shown in table 3 in the annex to the present report and the editing functions are basically as described in paragraph 3 above;

(ii) In-session documentation consists largely of statements of programme budget implications, draft decisions and resolutions to be adopted by the intergovernmental body concerned and its draft report. The units responsible for editing and the functions involved are the same as for pre-session documentation;

(iii) Post-session documentation includes the final text of the reports as adopted and supplementary material, the final text of resolutions and decisions and records of the meetings of the General Assembly, the Security Council and the Economic and Social Council, consolidated corrigenda to various meeting records and the final text of the documentation of the Security Council. The Official Records Editing Section, Editorial Service, Editorial and Official Records Division, Department of Conference Services, is responsible for editing most of the post-session documentation of the Security Council, the Trusteeship

Council, the General Assembly and the Economic and Social Council. Editing functions in this context include especially ensuring that the text is free of errors, appropriately referenced and in the correct form as well as ensuring that all other language versions conform with the original version. Production processes are also monitored by the editors;

(b) Publications. Publications are included in the Publications Programme of the Organization under one of the following categories:

(i) Proceedings of special meetings or conferences are edited by editors assigned to the meetings or by editorial units in the Office for Political and General Assembly Affairs and Secretariat Services or the Department of Conference Services. Editing functions include reviewing the text to ensure compliance with the mandate and determine suitability for issuance and editing text to ensure that it is free of errors, appropriately referenced and in the correct form. The production process is monitored;

(ii) Recurrent publications and studies or reports are edited by editors in the Division of Economic and Social Council Affairs and Secretariat Services (for all publications in the economic and social fields emanating from the Department of International Economic and Social Affairs, the Department of Technical Cooperation for Development, the Centre for Science and Technology for Development and the United Nations Centre on Transnational Corporations, as approved by the Publications Board), the Department of Disarmament Affairs, the Division of General Assembly Affairs and the Department of Conference Services. The texts are drafted by staff of substantive units or by consultants under their supervision. Editors ensure that phraseology, terminology and syntax are correct and style is appropriate and verify to the extent possible the accuracy of facts, dates, acronyms, figures, quotations, citations, translation, formulae and statistics.

II. ORGANIZATION OF EDITORIAL SERVICES

7. Parliamentary documents and official records of the major organs of the United Nations and many publications at Headquarters are edited by the Editorial and Official Records Division of the Department of Conference Services and by the Division of General Assembly Affairs and the Division of Economic and Social Council Affairs and Secretariat Services of the Office for Political and General Assembly Affairs and Secretariat Services. The distribution of responsibility for parliamentary documentation and official records, shown in tables 3 and 4 in the annex to the present report, reflects the different editing requirements at various stages of processing parliamentary documentation.

8. Responsibilities for editing parliamentary documentation are divided along the following lines:

(a) The Division of General Assembly Affairs has responsibility for editing all pre- and some in-session documents submitted to the General Assembly as well as communications bearing A/S and A/E symbols. The final versions of draft resolutions submitted to the General Assembly directly, the reports of the Main Committees of the Assembly, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) and the reports of other subsidiary bodies are also edited by this Division;

(b) The Division of Economic and Social Council Affairs and Secretariat Services has responsibility for editing most pre- or in-session documents submitted to the Economic and Social Council and to most of its subsidiary organs (except CPC) as well as the final reports of those bodies, in-session documents for the Second Committee of the General Assembly, pre- and post-session documents for the Administrative Committee on Coordination and pre- and in-session documents for various ad hoc committees of the Economic and Social Council;

(c) In the Department of Conference Services, the Editorial Control Section edits pre- and in-session documents for the Security Council (except those bearing the A/S symbol, which are edited by the Division of General Assembly Affairs) as well as its resolutions, decisions and reports. It also edits in-session documents of the Main Committees of the General Assembly, except for the Second Committee, and pre- and in-session documents of subsidiary bodies of the Assembly in the political and legal areas. After each session of the General Assembly, the Official Records Editing Section of the Department of Conference Services, in close consultation with the Division of General Assembly Affairs, prepares the final version of the resolutions and decisions for inclusion in the official records of the session, with full referencing and texts concorded in all six official languages. This Section also edits and concords other official records, including annexes covering all agenda items considered by each session of the General Assembly, resolutions and decisions of the Security Council, quarterly supplements containing documents submitted to the Security Council, and verbatim records of the General Assembly and the Security Council. Editing of the resolutions and annexes of the General Assembly is done during the first half of the year following the session by teams of six editors who work closely together to concord texts in all official languages.

9. For other types of publications, editorial units have also been established in the Department for Disarmament Affairs, the Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Department of Technical Cooperation for Development. In the Department for Disarmament Affairs, the editor in the Publications and World Disarmament Campaign Branch edits such recurrent publications as the Disarmament Newsletter and Disarmament Facts and non-recurrent publications and information materials. In the Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship, the editorial unit in

the Office of the Under-Secretary-General carries out the substantive editing and processing of all documents prepared in the Department for translation, reproduction and printing. In the Department of Technical Cooperation for Development, the Reports Unit in the Programme Support Division is responsible for the editing and production of reports and maps resulting from technical cooperation activities undertaken by the Department. As indicated in paragraph 6 (b) (ii) above, the Department's publications, as approved by the Publications Board, are edited by the Division of Economic and Social Council Affairs and Secretariat Services.

10. In some cases, author departments, such as the United Nations Centre on Transnational Corporations, hire freelance editors to edit their publications to meet the needs of specific groups of readers. Freelance editors have also been engaged by the the Sales Section of the Department of Conference Services to increase the marketability of selected sales publications by revising official publications to meet the needs of the general reader or university students of international affairs.

11. Although editors work in several different organizational units, consistency of editorial practice in the Secretariat is maintained through the guidelines set out in the United Nations Editorial Manual and in a series of editorial directives prepared under the authority of the Chief Editor and Director, Editorial and Official Records Division, Department of Conference Services. Regardless of the organizational unit to which they are assigned, editors maintain close formal and informal contacts with the editors in the Department of Conference Services to ensure a common approach to editing at Headquarters. Recruitment for all editorial posts is based on a roster of successful candidates in a single competitive examination, prepared and administered by an examinations board on which the various editorial units are represented so that uniform standards for recruitment and training are applied to all editors.

III. EDITORIAL STAFFING AND WORKLOAD AT HEADQUARTERS

12. The proposed staffing in 1992-1993 of the various editorial units referred to above is indicated in table 1 of the annex to the present report. The corresponding information for 1988-1989 was presented in paragraph 29.25 of the first report of ACABQ on the proposed programme budget for the biennium 1988-1989 3/ and is reproduced in table 2 of the annex to the present report. Factors underlying the overall reduction of editorial staff include post reductions pursuant to recommendation 15 of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations, 4/ as endorsed by the General Assembly in its resolution 41/213 of 19 December 1986. These latter were predicated in part on implementation of recommendation 2 of the Group of High-level Experts leading to a reduction in overall conference-servicing requirements.

13. The reduction in parliamentary documentation and publications did not in fact materialize as anticipated in the report of the Group of High-level Intergovernmental Experts. While there has been a reduction in the number of formal meetings of some bodies, the number of pages of pre-session documentation for the forty-fifth session of the General Assembly was 15 per cent more than for the forty-third session (a comparable non-budget year). The number of resolutions adopted by the General Assembly has increased steadily: 228 (forty-second session), 230 (forty-third session), 240 (forty-fourth session) and 269 (forty-fifth session). There have also been several special sessions of the General Assembly. The number of documents issued for distribution as both General Assembly and Security Council documents has increased, thus increasing the volume of supplements containing the official records of the Security Council; documents of the Security Council are also longer and more complex. There has been a similar growth in the documents issued for distribution as both General Assembly and Economic and Social Council documents and the documentation for the Economic and Social Council and its subsidiary bodies.

14. There has also been an increase in publications. Although intergovernmental bodies reviewed recurrent publications as planned, there has been a net increase of 22 publications. Publications themselves have become longer and their frequency of issuance has increased. In comparison with 1990-1991, the publications programme for 1992-1993 has an increase of about 25 per cent in the number of pages of publications requiring editing at Headquarters.

15. As a consequence, in recent years the workload has exceeded the capacity of the editorial services at United Nations Headquarters, and backlogs have accumulated in official records, proceedings of special conferences and publications.

16. The backlog that has accumulated in the Official Records Editing Section of the Department of Conference Services is attributable to several factors:

(a) Sessions of the General Assembly are repeatedly resumed;

(b) There have been numerous special sessions, some quite long;

(c) The number of resolutions adopted at each session has increased;

(d) The number of documents issued for distribution as both General Assembly and Security Council documents has increased, thus the volume of supplements containing the official records of the Security Council;

(e) Documents of the Security Council are longer and more complex;

(f) The addition of editing in Arabic and Chinese increases the time required for editing and concording texts;

(g) The staff of the Official Records Editing Section has been reduced.

The backlog is approximately 58,500 pages (in one language, or about 350,000 pages in all six languages), distributed as follows:

Security Council	
Verbatim records	20 500 pages
Supplements	11 000 pages
General Assembly	
Verbatim records	27 000 pages
Economic and Social Council	400 pages

17. The Official Records of the United Nations Conference on the Succession of States in respect of States Property, Archives and Debts (volumes I and II) and the Official Records of the United Nations Conference on the Law of Treaties between States and International Organizations or between International Organizations still await editing in Arabic, English, French, Russian and Spanish. To edit the approximately 1,100 pages of official records in five languages would require a team of five editors working for about one year.

18. There is also a backlog in the publications programme, especially for publications in the economic and social fields for the editing of which the Division of Economic and Social Council Affairs and Secretariat Services is responsible, but further analysis is needed before an estimate can be made of resources required to complete the editing.

19. Measures to reduce the volume of documentation and to modernize and facilitate the editing process in other ways are under study and section 4 of the proposed programme budget for the biennium 1992-1993 includes provision for an additional post at the P-4 level to strengthen the editorial service of the Division of Economic and Social Council Affairs and Secretariat Services. The Secretary-General nevertheless proposes to keep under review the question of whether additional resources will be needed to eliminate the editing backlogs.

IV. APPLICATION OF NEW TECHNOLOGIES

20. All of the editorial units make at least limited use of new technologies related to text-processing and facsimile equipment and electronic mail techniques are used increasingly to transmit documents and messages internally and externally. Editorial units are included in the computer network established for the computer-based Documents Recording, Information and Tracking System to facilitate their workload planning, control and monitoring. The editorial staff in the Department of Disarmament Affairs and

the United Nations Centre on Transnational Corporations use personal computers to prepare camera-ready material using a combination of text-processing and desktop publishing techniques. Editors in the Department of Conference Services have computers linked to the bibliographic databases of the Dag Hammarskjöld Library and have established their own reference and terminology databases. Some on-screen editing is done, but resource constraints and processing requirements, particularly the need to record clearly all editing changes in the text, limit the possibilities for on-screen editing.

V. CONCLUSIONS

21. In recommendation 29 of its report, the Group of High-level Intergovernmental Experts proposed, inter alia, reassignment of the "technical servicing activities (such as editing of documents)" from the Office of Secretariat Services for Economic and Social Matters to the Department of Conference Services. In formulating his proposals for reform, following adoption of General Assembly resolution 41/213, the Secretary-General was of the view that "... separating the technical servicing function and the editorial function in either area would markedly diminish the Secretariat's capacity to provide concerted technical secretariat support to intergovernmental bodies." 5/ Accordingly, he had decided to assign to the Office for Political and General Assembly Affairs and Secretariat Services the functions of the Office of Secretariat Services for Economic and Social Matters relating to the technical secretariat servicing of intergovernmental and related meetings and special conferences.

22. That decision has been the cause of comment by a number of intergovernmental organs. In its resolution 42/211 of 21 December 1987, the General Assembly invited the Secretary-General to review his decision. During the consideration of the proposed programme budget for the biennium 1990-1991 by ACABQ, the question of possible diseconomies arising from the division of responsibility for editorial services at Headquarters was raised and, in its first report on the proposed programme budget, 6/ the Committee, "... bearing in mind assurances received from representatives of the Secretary-General ...", trusted "... that the editing resources available at Headquarters are used cooperatively with a view to ensuring the optimum use of the capacity of the various editorial units." As indicated, in his analytical report to the General Assembly on the implementation of its resolution 41/213, 7/ the Secretary-General then believed "... that there is no duplication of editing efforts, but rather a rational division of labour between editors in the Editorial and Official Records Division of the Department of Conference Services and editors in the Office for Political and General Assembly Affairs and Secretariat Services who work in a well coordinated and cooperative manner, following the same editorial guidelines and practices". More recently, as indicated in the introduction above, concern was expressed during the thirty-first session of CPC at the dispersion of editorial services within the Office for Political and General Assembly Affairs and Secretariat Services and between that Office and the Department of Conference Services. It is in

response to a related recommendation by the Committee that the present report has been prepared. In its report on the proposed programme budget for the biennium 1992-1993, 8/ ACABQ expressed its concern that the cooperation between the various editorial units of the Secretariat appeared not to have improved. It also noted that "... the editorial functions continue to be performed in the same manner without using the existing data-processing and other technological facilities." ACABQ therefore recommended "... that the Secretary-General should initiate without delay a programme of modernizing the current editorial functions so as to establish a more cost-effective and coherent editing system in the United Nations ..." and requested that a report on the steps taken should be made to the General Assembly in the context of the proposed programme budget for 1994-1995.

23. Given the varying nature of editorial functions required for different categories of documents and publications and the schedule within which such functions must be performed, the present organization of editorial services at United Nations Headquarters still appears to make the most efficient and effective use of the limited staff resources available. The establishment of a common set of editorial policies and practices applied consistently throughout the Secretariat and measures to ensure that editors are recruited and trained on the basis of uniform criteria and standards serve to maintain a high quality of editorial services. Regardless of their assignment to particular units, editors at Headquarters work very closely with each other, and the movement of editors from one unit to another is encouraged in the interests of the Organization as a whole as well as those of the individual staff members. Measures to be undertaken during the 1992-1997 medium-term plan period to strengthen the editorial services as a whole include the issuance of a revised Editorial Manual and further applications of advanced technologies such as the optical disk storage and retrieval system.

24. Nevertheless, as indicated in section III above, the growing volume of editorial requirements is creating serious backlogs in official records, proceedings of special conferences and publications. As regards pre- and in-session documentation, since the establishment of separate editorial services for the General Assembly in the 1960s, the number of items on the agenda for each session has increased dramatically, with a corresponding growth in their volume. The in-session documentation workload for the General Assembly is now very heavy, and since documents must be processed very quickly, often overnight, the responsibilities for editing in-session documentation of the Main Committees of the General Assembly have been divided among all three editorial units. Close coordination among editors is required for consistent application of editorial policies and practices and preservation of the intention of the author of the document in question.

25. As indicated in paragraph 19 above, the Secretary-General proposes to keep under review the question of whether additional resources will be needed to meet editorial requirements. In view of the repeated expressions of intergovernmental concern about the effectiveness of and the rationale for current arrangements, the Secretary-General will also keep under review the question of whether the advantages of the current organization of editorial

services continue to outweigh the advantages that might accrue from their consolidation under the Department of Conference Services. This ongoing review will also encompass the role of the editorial units in major author departments and whether or not they promote the effective and efficient use of limited editorial resources through closer interaction with authors.

Notes

1/ Official Records of the General Assembly, Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1).

2/ Ibid., Forty-sixth Session, Supplement No. 16 (A/46/16), paras. 89 and 96.

3/ Ibid., Forty-second Session, Supplement No. 7 (A/42/7).

4/ Ibid., Forty-first Session, Supplement No. 49 (A/41/49).

5/ A/C.5/43/1/Rev.1, chap. IV B.

6/ Official Records of the General Assembly, Forty-fourth Session, Supplement No. 7 (A/44/7), para. 1.35.

7/ A/45/226.

8/ Official Records of the General Assembly, Forty-sixth Session, Supplement No. 7 (A/46/7), paras. 4.7-4.9.

Annex

TABLES

Table 1. Units performing editorial functions at Headquarters

(From the proposed programme budget for the biennium 1992-1993)

Section	Professional and higher						General Service		
	D-1	P-5	P-4	P-3	P-2/1	Total	Prin.	Other	Total
4. Political and General Assembly Affairs and Secretariat Services:									
General Assembly Affairs	1	-	3	1	-	5	-	2	2
Economic and Social Council Affairs and Secretariat Services	-	1	2	4	-	7	-	2	2
5. Disarmament	-	-	-	1	-	1	-	-	
6. Department for Special Political Questions, Regional Cooperation, Trusteeship and Decolonization	-	-	-	1	1	2	-	2	2
14. Department of Technical Cooperation for Development	-	1	1	-	-	2	-	3	3
32. Conference services:									
Editorial Control	1	-	4	-	-	5	-	1	1
Official Records a/	-	1	9	25	6	41	14	8	22
TOTAL	2	3	19	32	7	63	14	18	32

a/ The staffing of the Official Records Section includes six additional staff (four P-3 and two General Service (principal)) for Chinese, enabling the section to edit official records in all six official languages but not increasing the overall capacity of the section in terms of workload.

Table 2. Units performing editorial functions at Headquarters

(From the first report on the proposed programme budget for the biennium 1988-1989)

Section/department/office	Professional and higher						General Service		
	D-1	P-5	P-4	P-3	P-2/1	Total	Prin.	Other	Total
1. Political and General Assembly Affairs a/	-	1	3	1	1	6	-	2	2
2B. Disarmament Affairs b/	-	-	-	1	-	1	-	-	-
3B. Political Affairs, Trusteeship and Decolonization c/	-	-	-	1	1	2	-	2	2
8. OSSECS a/	-	1	1	6	1	9	-	1	1
9. DTCD d/	-	-	1	1	-	2	-	2	2
29. Conference Services: e/									
Editorial Control Service	1	1	3	1	-	6	-	1	1
Official Records Editing	-	1	11	23	6	41	12	5	17
TOTAL	1	4	19	34	9	67	12	13	25

a/ Included under section 4 in the proposed programme budget for 1992-1993.

b/ Included under section 5 in the proposed programme budget for 1992-1993.

c/ Included under section 6 in the proposed programme budget for 1992-1993.

d/ Included under section 14 in the proposed programme budget for 1992-1993.

e/ Included under section 32 in the proposed programme budget for 1992-1993.

Table 3. Distribution of editorial and technical/substantive services by function and unit

	DGAA	DESCASS	DCS	Other
Pre-session documentation	General Assembly Plenary and all Main Committees and reports of ACABQ	ECOSOC (and many of the subsidiary bodies) excluding CPC and all A/E documents, which are edited in DGAA	Security Council Subsidiary bodies of the General Assembly in the political and legal areas (e.g. Committee on the Peaceful Uses of Outer Space)	-
Technical/ substantive services	General Assembly Plenary General Committee	General Assembly Second Committee Third Committee ECOSOC (and many subsidiary bodies)	-	General Assembly SPC (PSCA) First (DDA) Fourth (SPQRCDT) Fifth (DAM) Sixth (OLA) Security Council (PSCA)
In-session documentation	General Assembly Plenary Some A/C.5/L... and the draft reports of the Fifth Committee on programme planning and the proposed budget In-session documentation of CPC and reports of ACABQ	General Assembly Second Committee ECOSOC (and many subsidiary bodies, excluding CPC)	General Assembly Special Political Committee First Committee Third Committee Fourth Committee Fifth Committee Sixth Committee Security Council	-
Reports of Committees	General Assembly All Main Committees ECOSOC (reports to the General Assembly) Subsidiary bodies in the political and legal areas (reports to the General Assembly)	ECOSOC Reports of subsidiary bodies to ECOSOC, except CPC	Security Council	-

/...

Table 3 (continued)

	DGAA	DESCASS	DCS	Other
Post-session documentation	General Assembly Clearing all changes to the final text of resolutions and decisions adopted on the basis of reports of the Main Committees	ECOSOC (as contained in E/- documents)	General Assembly Preparing and concording final text of resolutions, decisions and reports of Main Committees in six languages Preparing and concording annexes Preparing and concording final text of verbatim records Security Council Report to General Assembly Final text of resolutions and decisions, concorded in six languages Final text of verbatim records concorded in six languages Quarterly supplements ECOSOC Final text of resolutions and decisions and summary records, concorded in six languages	-

Table 4. Distribution of services by function and intergovernmental body

General Assembly	Pre-session documents	In-session documents	Reports of Committees	Post-session documentation
Plenary	DGAA	DGAA	DGAA	DGAA: Clearing all changes to resolutions and decisions DCS/ORES: Final text of resolutions and decisions concorded in six languages; Annexes; Final text of verbatim records
Special Political Committee	DGAA	DCS/Editorial Control	DGAA	
First Committee	DGAA	DCS/Editorial Control	DGAA	
Second Committee	DGAA	DESCASS	DGAA	
Third Committee	DGAA	DCS/Editorial Control	DGAA	
Fourth Committee	DGAA	DCS/Editorial Control	DGAA	
Fifth Committee	DGAA	DCS/Editorial Control/DGAA	DGAA	
Sixth Committee	DGAA	DCS/Editorial Control	DGAA	
Reports of ACABQ	DGAA	DGAA	N/A	
Security Council	DCS/Editorial Control DGAA (all A/S documents)	DCS/Editorial Control	DCS/Editorial Control	DCS/ORES
ECOSOC (and subsidiary bodies, except CPC)	DESCASS DGAA (all A/E documents)	DESCASS	DESCASS to ECOSOC DGAA to GA through ECOSOC	DCS/ORES

Table 5. Responsibilities for editing publications

1. Recurrent publications

The production of approximately 50,000 pages of recurrent publications requiring editing at Headquarters is scheduled for 1992-1993, divided among programmes as indicated below. The unit responsible for editing the publications is indicated in the last column of the table.

Programme	Number of pages 1992	1993	Total	Editing
Security Council	724	224	948	DCS/Editorial Control
Division for Palestinian Rights	655	655	1 310	DCS/Editorial Control
Department for Disarmament Affairs	3 861	3 496	7 357	DDA
Office of Ocean Affairs and Law of the Sea	3 673	3 383	7 056	DCS/Editorial Control
Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship	1 020	1 030	2 050	DCS/Editorial Control
Department of International Economic and Social Affairs (not including Statistical Office)	3 690	1 790	5 480	DESCASS
Statistical Office	1 999	2 242	4 241	DESCASS
Department of Technical Cooperation for Development	285	285	570	DESCASS
Centre on Transnational Corporations	2 232	2 232	4 464	DESCASS
Centre for Science and Technology for Development	832	827	1 659	DESCASS
Office of Legal Affairs	8 364	6 940	15 304	DCS/Editorial Control
International Civil Service Commission	140	140	280	DCS/Editorial Control
Total	27 475	23 244	50 719	

2. Non-recurrent publications (studies and reports)

Production of approximately 32,000 pages of non-recurrent publications is scheduled for 1992-1993, divided among programmes as indicated below. The unit responsible for editing the publications is indicated in the last column of the table.

Programme	Number of pages 1992	1993	Total	Editing
Division for Palestinian Rights	650	650	1 300	DCS/Editorial Control
Department for Disarmament Affairs	1 134	1 134	2 268	DDA
Department of International Economic and Social Affairs	7 475	1 920	9 395	DESCASS
Department of Technical Cooperation for Development	2 619	316	2 935	DESCASS
Centre on Transnational Corporations	6 450	7 000	13 450	DESCASS
Centre for Science and Technology for Development	245	430	675	DESCASS
Office of Legal Affairs	1 125	1 545	2 670	DCS/Editorial Control
Total	19 698	12 995	32 693	

UNITED
NATIONS

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General Assembly

Distr.
GENERAL

A/C.5/46/48
21 November 1991

ORIGINAL: ENGLISH

Forty-sixth session
FIFTH COMMITTEE
Agenda items 104 and 107

FINANCIAL REPORTS AND AUDITED FINANCIAL STATEMENTS, AND REPORTS OF THE BOARD OF AUDITORS

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Programme budget implications of draft resolution A/C.5/46/L.3

Statement submitted by the Secretary-General in accordance with rule 153 of the rules of procedure of the General Assembly

A. Requests contained in the draft resolution

1. Under the terms of operative paragraphs 3, 6, 17, 18, 19, 21 and 22 of draft resolution A/C.5/46/L.3, the General Assembly would:

(a) Endorse the recommendations of the Panel of External Auditors on the interim study 1/ [concerning the development of accounting standards to be applied in the United Nations system], and request the Secretary-General, taking into account the observations and recommendations of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) in its report, 2/ to appoint a consultant from within existing resources to propose a set of accounting standards for common application to the United Nations system and to report thereon to the General Assembly at its forty-seventh session;

(b) Request the Secretary-General and the executive heads of agencies to submit to the General Assembly at its forty-seventh session a timetable for remedial action on the recommendations by the Board of Auditors [included in separate sections of its reports that contain a summary of recommendations for corrective action to be taken by the United Nations organizations and programmes concerned];

(c) Endorse the recommendations by the Board of Auditors and ACABQ with regard to the administrative system of the International Trade Centre (ITC), and request the Secretary-General and the Executive Director of ITC to reach agreement on suitable administrative arrangements by the end of 1991, and request the Secretary-General to report thereon to the General Assembly at its forty-seventh session;

(d) Urge the Secretary-General and the executive heads of the United Nations organizations and programmes:

(i) To submit to the General Assembly at its forty-seventh session, through their respective governing bodies, detailed progress reports on steps taken to implement previous recommendations of the Board of Auditors and the related recommendations of ACABQ and to explain if any of those recommendations have not yet been implemented, and request the Board and ACABQ to evaluate the efficacy of those measures, and to report thereon to the Assembly at its forty-seventh session;

(ii) To report to the General Assembly at its forty-seventh session through their respective governing bodies on the implementation of effective measures to facilitate reporting by staff members on a confidential basis with due regard to considerations of privacy, of any inappropriate use of the resources of a United Nations organization or programme;

(iii) To implement stringent inventory controls on non-expendable property;

(iv) To institute without delay more effective control on the payment of all allowances and benefits to staff members and to report on the progress achieved in this regard to the General Assembly at its forty-seventh session through their respective governing bodies;

(e) Draw the attention of the Secretary-General and the executive heads of the United Nations organizations and programmes to paragraph 3 of the Annex to the Financial Regulations regarding the provision of information which is classified as confidential;

(f) Request the Secretary-General to submit, in the light of his experience in implementing the new budget process and in the context of views expressed by delegations, and of the observations and recommendations of the Board of Auditors 3/ and ACABQ 4/ and the problems referred to in document A/46/404, particularly in paragraph 12, a report to the General Assembly at its forty-seventh session concerning the way in which year-end obligations relating to expenditures on equipment and multiyear obligations should be dealt with;

(g) Express its appreciation to the Secretary-General for the steps taken to eliminate abuses in the payment of income tax reimbursements, and request the Secretary-General to continue efforts to recover outstanding

excess income tax reimbursements and report thereon to the General Assembly at its forty-seventh session, and request the executive heads of other organizations and programmes to do the same.

B. Relationship of proposed request to the approved programme of work

2. As regards the request contained in subparagraph 1 (a) above, provision is made under section 1 of the proposed programme budget for the biennium 1992-1993 5/ for the costs of the Board of Auditors and its secretariat. The secretariat of the Board also provides administrative and substantive support to the Panel of External Auditors of the United Nations, the specialized agencies and the International Atomic Energy Agency (IAEA), which was established under General Assembly resolution 1438 (XIV) of 5 December 1959 and which, in its interim study on the need for the development of accounting standards to be applied in the United Nations system, 1/ indicated the need to make use of an expert to develop common accounting standards. Related activities are not programmed.

3. The requests contained in subparagraphs 1 (b) to (g) above are in part related to subprogramme 1 (Financial management and control systems) of programme 42 (Programme planning, budget and finance) of the medium-term plan for the period 1992-1997. 6/ Among the specific objectives of this subprogramme is "... to improve ... the responsiveness to audit recommendations;" and part of the related strategy is that "... liaison with the Board of Auditors will be maintained and audit observations and management letters will be reviewed with a view to coordinating responses and following up on remedial action".

4. Related activities are also programmed under subprogramme 1 (Financial management and control system) under section 33C (Office of Programme Planning, Budget and Finance) of the proposed programme budget for the biennium 1992-1993. Among the activities proposed are "... cooperation with other organizations of the United Nations system to exchange views and ensure a common approach;" and "... review reports by the internal and external auditors, follow up on audit observations and control".

C. Activities by which the proposed request would be implemented

5. Should the General Assembly adopt the draft resolution, with respect to subparagraph 1 (a) above, the Secretary-General would appoint a senior consultant to advise on a set of accounting standards for common application to the United Nations system. As the Deputy Controller indicated to the Fifth Committee in her introductory statement on this agenda item, the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) (CCAQ (FB)), the subsidiary body of the Administrative Committee on Coordination (ACC) that is responsible for such matters on behalf of ACC, met with a representative of the Panel to discuss the Panel's interim study on

this subject. Following these discussions, CCAQ (FB) decided to convene a working party in December 1991 to consider the subject of common accounting standards to be applied in the United Nations system. The working party will, inter alia, review the progress already achieved by the organizations of the common system in the development of common accounting standards and study further those aspects on which additional work is required. The results of the working party's efforts will be reviewed by CCAQ (FB) at its next session in March 1992. The senior consultant to be appointed by the Secretary-General would also consult with this working party, as well as individually with organizations of the United Nations system and with the Panel of External Auditors, in drawing up his proposals for the standards. A report concerning the work of the consultant and the results of the consideration of this subject by CCAQ (FB) would then be submitted to the General Assembly at its forty-seventh session. Implementation of common standards would, however, be subject to further consultations with the other organizations of the United Nations system and to appropriate action by their governing bodies.

6. Should the General Assembly adopt the draft resolution, the Secretary-General would:

(a) With respect to subparagraph 1 (c) above, consult with the Executive Director of the International Trade Centre on suitable administrative arrangements and report thereon to the General Assembly at its forty-seventh session;

(b) With respect to subparagraphs 1 (d), (f) and (g), review the issues raised, take the necessary action requested and report to the General Assembly at its forty-seventh session as appropriate.

D. Modifications required in the programme of work for 1992-1993

7. As indicated in section B above, the activities under paragraph 6 above are programmed and provision is made for them under section 33C of the proposed programme budget. Consequently, no related modifications of the proposed programme of work would be required.

8. As also indicated in section B above, provision is made for the Board of Auditors and its secretariat under section 1 of the proposed programme budget, but the related activities are not programmed. Accordingly, no modification in the proposed programme of work would be required in respect of activities under paragraph 5 above.

E. Additional requirements at full cost

9. Should the General Assembly adopt the draft resolution, activities under paragraph 5 would involve the need to hire a senior consultant for a period of six months and to provide for extensive travel to the headquarters of the various agencies and organizations of the system. The related cost is estimated at $94,900 during 1992.

F. Potential for absorption

10. The provision for the Board of Auditors and its secretariat under section 1 of the proposed programme budget does not include any provision for consultants and only a very limited provision for travel. Accordingly, it is not anticipated that additional requirements arising from activities under paragraph 5 above could in fact be absorbed within the proposed appropriation. Since the proposed consultant would be proposing standards for the United Nations system, however, the Secretary-General would consult with participating organizations to explore the possibility of their proportionate reimbursement of related costs. Since there is currently no agreement to such cost-sharing, however, no assumption can be made about a corresponding reduction in related requirements.

11. The activities outlined in paragraph 6 above are consistent with the proposed programme of work and it is therefore assumed that related requirements will be absorbed within the proposed appropriations for 1992-1993.

G. Indication of additional requirements

12. Accordingly, should the General Assembly adopt draft resolution A/C.5/46/L.3, it is estimated that an additional requirement of $94,900 would arise.

H. Contingency Fund

13. It will be recalled that, under the procedure established by the General Assembly in its resolution 41/213 of 19 December 1986, a Contingency Fund is established for each biennium to accommodate additional expenditures derived from legislative mandates not provided for in the proposed programme budget. Under the same procedure, if additional expenditures are proposed that exceed resources available from the Contingency Fund, these activities can be implemented only through redeployment of resources from low-priority areas or modifications of existing activities. Otherwise, such additional activities will have to be deferred until a later biennium. A consolidated statement of all programme budget implications and revised estimates will be submitted to the General Assembly towards the end of the current session.

14. No activity has been identified for termination, deferral, curtailment or modification under section 1 of the proposed programme budget for the biennium 1992-1993. Should it not prove possible to meet the costs required from the Contingency Fund, the implementation of the draft resolution may have to be postponed, as provided for in the guidelines for the use of the Contingency Fund adopted by the General Assembly in resolution 42/211 of 21 December 1987.

I. Summary

15. Should the General Assembly adopt draft resolution A/C.5/46/L.3, it is estimated that an additional appropriation of $94,900 would be required under section 1 of the proposed programme budget for the biennium 1992-1993.

Notes

1/ A/46/341.

2/ A/46/546.

3/ Official Records of the General Assembly, Forty-fifth Session, Supplement No. 5 (A/45/5), paras. 63-67.

4/ A/46/601.

5/ Official Records of the General Assembly, Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1).

6/ Ibid., Forty-fifth Session, Supplement No. 6 (A/45/6/Rev.1).

UNITED
NATIONS

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General Assembly

Distr.
GENERAL

A/C.5/46/49
26 November 1991

ORIGINAL: ENGLISH

Forty-sixth session
FIFTH COMMITTEE
Agenda items 107 and 74

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

COMPREHENSIVE REVIEW OF THE WHOLE QUESTION OF PEACE-KEEPING OPERATIONS IN ALL THEIR ASPECTS

Programme budget implications of draft resolution A/SPC/46/L.9

Statement submitted by the Secretary-General in accordance with rule 153 of the rules of procedure of the General Assembly

1. At its 26th meeting on 21 November 1991, the Special Political Committee adopted, without a vote, draft resolution A/SPC/46/L.9. A statement of programme budget implications was before the Committee in documents A/SPC/46/L.10 and Add.1.

A. Requests contained in the draft resolution

2. Under the terms of operative paragraphs 2, 3, 4, 5, 9, 10, 17, 24, 25, 27, 33 and 38 of draft resolution A/SPC/46/L.9, the General Assembly would:

(a) Welcome the report of the Secretary-General on the use of civilian personnel in peace-keeping operations 1/ and invite the Secretary-General to continue to consider using civilian personnel in the peace-keeping tasks whenever the Secretary-General deems it appropriate, taking into account the operational and other relevant needs, as well as the requirement of cost-effectiveness of the peace-keeping operations;

(b) Welcome the training guidelines issued by the Secretariat in 1991 and urge the Secretariat to keep the guidelines updated;

(c) Request the Secretariat to consider in due course the utility of similar guidelines for the training of civilian specialized units, including civilian police;

(d) Recognize the importance of peace-keeping training and consider it useful for the Secretariat to designate a focal point for all such related activities;

(e) Request the Secretary-General to study and report on the feasibility, including costs, of establishing an annual peace-keeping fellowship programme for national peace-keeping trainers to be administered by the Secretariat;

(f) Request the Secretary-General to collect information on peace-keeping training and similar activities and further request the Secretary-General to issue a list based upon national submissions and to bring it up to date regularly;

(g) Encourage the Secretary-General to continue to examine all aspects of peace-keeping operations, as distinct from the provision of technical and other assistance to States upon their request, in order to ensure that they are conducted in an efficient and cost-effective manner;

(h) Invite the Secretary-General, given the need to improve the capacity of the Secretariat to plan and coordinate new and ongoing peace-keeping operations, to investigate the feasibility of integrating those offices whose primary functions are directly related to peace-keeping;

(i) Also invite the Secretary-General to consider identifying a focal point for contacts by Member States seeking information on all facets, including operational and administrative matters, of ongoing and planned peace-keeping operations;

(j) Take note of the possibility for the Special Committee on Peace-keeping Operations of holding inter-sessional open-ended informal consultations, as required, in order to have an exchange of views on operational and technical matters relating to the practical aspects of peace-keeping operations, and to receive briefings from the Secretariat and other briefings as may be appropriate;

(k) Consider that the composition of the United Nations peace-keeping operations, taken as a whole, should be on a wide geographical basis and request the Secretary-General to continue to make every effort to broaden the participation of countries in these operations;

(l) Request the Secretary-General to prepare, within existing resources, a compilation of observations and suggestions of Member States on peace-keeping operations and to submit it to the Special Committee by 30 March 1992.

B. Relationship of requests to the approved programme of work

3. The requests contained in subparagraphs 2 (a), (b), (c), (d), (e), (f), (g), (h), (i), (j) and (k) above are related to subprogramme 2 (Peace-keeping operations) of programme 1 (Good offices and peace-making, peace-keeping, research and the collection of information) of the medium-term plan for the period 1992-1997 2/ and to subprogramme 1 (Peace-keeping operations) under section 2 (Good offices and peace-making; peace-keeping; research and the collection of information) of the proposed programme budget for the biennium 1992-1993. 3/

4. The request contained in subparagraph 2 (l) above relates to subprogramme 1 (Security Council and political committees activities) of programme 2 (Political and Security Council affairs) of the medium-term plan for the period 1992-1997 2/ and to subprogramme 1 (Security Council and political committees activities) under section 3 (Political and Security Council affairs) of the proposed programme budget for the biennium 1992-1993. 3/

C. Activities by which the requests would be implemented

5. Should the General Assembly adopt the draft resolution, the Secretary-General would:

(a) With respect to subparagraph 2 (a) above, in planning and organizing peace-keeping missions, consider use of civilian personnel in peace-keeping tasks where appropriate;

(b) With respect to subparagraph 2 (b) above, keep the training guidelines under review and update them as required;

(c) With respect to subparagraph 2 (c) above, review the feasibility and usefulness of preparing similar guidelines for the training of civilian specialized units, including civilian police;

(d) With respect to subparagraph 2 (d) above, appoint a focal point in the Secretariat for peace-keeping training activities;

(e) With respect to subparagraph 2 (e) above, initiate a feasibility study on the establishment of an annual peace-keeping fellowship programme to be administered by the Secretariat for national peace-keeping trainers and report thereon to the General Assembly at its forty-seventh session through the Special Committee on Peace-keeping Operations;

(f) With respect to subparagraph 2 (f) above, collect information on peace-keeping training and similar activities, issue a list based on national submissions and update it regularly;

(g) With respect to subparagraph 2 (g) above, keep all aspects of peace-keeping operations under review in order to ensure efficiency and cost-effectiveness;

(h) With respect to subparagraph 2 (j) above, provide briefing and other substantive services to possible inter-sessional open-ended informal consultations. Conference services for such consultations would be provided from within permanent conference-servicing capacity on an as-available basis;

(i) With respect to subparagraph 2 (k) above, continue to make every possible effort to broaden the participation of countries in peace-keeping operations;

(j) With respect to subparagraph 2 (l) above, prepare a compilation of observations and suggestions of Member States on peace-keeping operations for submission to the Special Committee on Peace-keeping Operations by 30 March 1992.

6. The Secretary-General has initiated an in-depth review of the planning and management of peace-keeping operations and other special missions in order to consider ways and means of improving the managerial aspects of the political, operational, logistic, administrative and financial functions involved in planning and implementing such missions. In the context of this review, should the General Assembly adopt the draft resolution, the Secretary-General would respond to the invitation contained in subparagraphs 2 (h) and (i) above to investigate the feasibility of integrating those offices whose primary functions are directly related to peace-keeping and to consider identifying a focal point for contacts by Member States seeking information on all facets, including operational and administrative matters, of ongoing and planned peace-keeping operations.

D. Modifications required in the proposed programme of work for 1992-1993

7. With respect to activities under subparagraphs 5 (a), (g), (h) and (i) and paragraph 6, these relate to activities 1 and 2 programmed under subprogramme 1 (Peace-keeping operations) under section 2 (Good offices and peace-making; peace-keeping; research and the collection of information) of the proposed programme budget for the biennium 1992-1993. 3/ Likewise, the activity under subparagraph 5 (j) relates to activity 1 programmed under subprogramme 1 (Security Council and political committees activities) under section 3 (Political and Security Council affairs) of the proposed programme budget. Consequently, no modification would be required in respect of these activities.

8. As regards the training-related activities under subparagraphs 5 (b) to (f), these would extend the scope of activities programmed under subprogramme 1 of section 2 of the proposed programme budget. Accordingly, should the General Assembly adopt draft resolution A/SPC/46/L.9, it would be

necessary to add the following activities under subprogramme 1 under section 2 of the proposed programme budget for the biennium 1992-1993:

"Activities:

"2. Parliamentary services

"(a) Parliamentary documentation: add the following - 'report to the General Assembly at its forty-seventh session through the Special Committee on Peace-keeping Operations on a feasibility study on establishment of an annual peace-keeping fellowship programme to be administered by the Secretariat for national peace-keeping trainers';

"3. Coordination, harmonization and liaison

Add the following: 'Promotion of efforts for peace-keeping training in the Secretariat through designation of a focal point for all such related activities.'

Add the following entries:

"4. Published material

Technical material: issuance and periodic updating of a list based on national submissions of information on peace-keeping training and similar activities.

"5. Operational activities

Training: keeping the peace-keeping training guidelines issued in 1991 under review and updating them as required; reviewing the feasibility and usefulness of preparing similar guidelines for the training of civilian specialized units, including civilian police; preparing a feasibility study on establishment of an annual peace-keeping fellowship programme to be administered by the Secretariat for national peace-keeping trainers; and collecting information on peace-keeping training and similar activities."

E. Potential for absorption

9. Should the General Assembly adopt the draft resolution, it would be necessary to assign the new functions relating to peace-keeping training outlined in subparagraphs 5 (b) to (f) above to a Professional staff member in the Office for Special Political Affairs and to provide that staff member with adequate supporting services and provision for travel. The Secretary-General considers that these staff requirements could be met from the overall resources available to the Office for Special Political Affairs and it would be the intention of the Secretary-General to seek voluntary contributions to cover the cost of related travel and other requirements.

10. As regards conference-servicing costs related to the possible holding of inter-sessional open-ended informal consultations by the Special Committee on Peace-keeping Operations, it is assumed that these requirements will be accommodated from within permanent conference-servicing capacity on an as-available basis.

F. Summary

11. Should the General Assembly adopt draft resolution A/SPC/46/L.9, it is not anticipated that additional appropriations will be required under the proposed programme budget for the biennium 1992-1993.

Notes

1/ A/45/502.

2/ Official Records of the General Assembly, Forty-fifth Session, Supplement No. 6 (A/45/6/Rev.1), vol. I.

3/ Ibid., Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1), vol. I.